



CLAIMING CREDIT USING THE AARC MOBILE APP

1. Select the event you would like to claim credit for.
If it is no longer listed in Upcoming Events after opening the app, tap on "See All" to locate it.
2. In the event dashboard, select the Claim CRCE icon.
3. If asked to log in, use your normal AARC username and password
4. Choose your event. If it is not displayed, use the hamburger (3 lines) in the top left of the screen to look in Past Events
5. Under All sessions, select the date you want and then use the + icon next to your attended session's times to add them. These may already be selected for you if you used the Sessions option in the main portion of the app.
6. Repeat this process for each date
7. In the headers above the dates you will find an arrow button ">" which will display more options to the right if used. Choose Claim CRCE.
8. Each session you wish to claim credit for must have the CLAIM CREDITS box checked and it must be evaluated. If already evaluated, there will be a green Evaluation Done next to it. If not, use the Evaluate Session option to complete it. *****PLEASE NOTE*** Sessions which overlap in time cannot be claimed and you will receive an error message alerting you. You must choose one.**
9. After all sessions you wish to claim credit for have had the CLAIM CREDIT box checked and have been evaluated, you may scroll to the bottom of the page to check the box to certify your attendance and use the Proceed & Generate Certificate button.
10. After generating your certificate you may Print (download) your certificate or email it to the address of your choice (recommended).

*****PLEASE NOTE** CRCE transcripts are not immediately updated after submission.
Updates will be made within 2 weeks following the end of the entry period.**

